



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

July 20, 2006

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: David E. Janssen  
Chief Administrative Officer

**RECORDS AND ARCHIVES MANAGEMENT PROGRAM – QUARTERLY STATUS  
REPORT (APRIL – JUNE 2006)**

On February 18, 2003, your Board instructed my office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our April 24, 2006 quarterly status report, we have accomplished the following:

- Appointed a new County Records and Archives Coordinator on July 10, 2006;
- Continued development of policies on handling and destruction of confidential information;
- Continued working with the ICTUS consulting firm consistent with their contract to assist in developing the proposed County General Retention Schedule and to review our overall approach in developing a records inventory and retention schedule; and
- Met with County departments individually, as requested, to assist them in developing their Inventories and Retention Schedules (I-R Schedules) and continued to review and comment on draft I-R Schedules submitted by departments.

A summary status report on County departmental progress in completing the I-R Schedules is attached. Our office is working closely with departments in the compilation of their I-R Schedules and a number of drafts have been received for review. We are also in the process of developing revised target completion dates; these will be reported in the next quarterly report.

Each Supervisor  
July 20, 2006  
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The next quarterly report will be provided to your Board on or before October 18, 2006. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Loreto Maldonado, at (213) 974-1319.

DEJ:MKZ  
DS:MLM:pg

Attachment

c: All Department Heads  
Chair, Historical Landmarks and Records Commission

**DEPARTMENTAL STATUS REPORTS ON RECORDS AND  
ARCHIVES INVENTORIES AND RETENTION SCHEDULES**

<b>MILESTONE</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>
<b>Completed</b>	Reflects departments which have completed their Inventory and Retention Schedules (I-R Schedules), and submitted the final signed versions to the CAO.	<ul style="list-style-type: none"> <li>• Arts Commission</li> <li>• Museum of Art</li> </ul>
<b>CAO Final Review</b>	Reflects departments which have submitted I-R Schedules for final review and approval.	<ul style="list-style-type: none"> <li>• None pending</li> </ul>
<b>County Counsel Review</b>	Reflects departments which have submitted their I-R Schedules for approval of code requirements.	<ul style="list-style-type: none"> <li>• Community Development Commission</li> </ul>
<b>CAO Draft Review</b>	Reflects departments which have completed their I-R Schedules and have submitted the complete draft for clearance.	<ul style="list-style-type: none"> <li>• Alternate Public Defender</li> <li>• Assessor</li> <li>• Auditor-Controller</li> <li>• Chief Information Office</li> <li>• Child Support Services</li> <li>• Fire</li> <li>• Human Resources - Office of Public Safety</li> <li>• Internal Services</li> <li>• Public Library</li> <li>• Public Social Services</li> <li>• Public Works</li> <li>• Sheriff</li> <li>• Treasurer and Tax Collector</li> </ul>
<b>Schedules Underway</b>	Reflects departments which are at various stages of preparing their draft I-R Schedules.	<ul style="list-style-type: none"> <li>• Affirmative Action Compliance</li> <li>• Agricultural Commissioner/Weights and Measures</li> <li>• Animal Care and Control</li> <li>• Beaches and Harbors</li> <li>• Chief Administrative Office</li> <li>• Children and Family Services</li> <li>• Community and Senior Services</li> <li>• Consumer Affairs</li> <li>• Coroner</li> <li>• County Counsel</li> <li>• District Attorney</li> <li>• Executive Office, Board of Supervisors</li> <li>• Health Services</li> <li>• Human Relations Commission</li> <li>• Human Resources</li> <li>• Mental Health</li> <li>• Military and Veterans Affairs</li> <li>• Museum of Natural History</li> <li>• Ombudsman</li> <li>• Parks and Recreation</li> <li>• Probation</li> <li>• Public Defender</li> <li>• Regional Planning</li> <li>• Registrar-Recorder/County Clerk</li> </ul>